## **Multi-Location Setup**

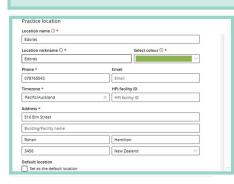
Practices with more than one location can add and manage additional locations from **Settings > Practice & Locations**.

The location list can be filtered and searched and shows the added dates. Select **+Add another** to set up a new location.



To manage locations, you will need **Administrator** level permissions in the **Practice Information** security Permissions.

**1.** Give your location a name, nickname, colour, phone number, time and address.



**2**. Set your new location as the default location if necessary.



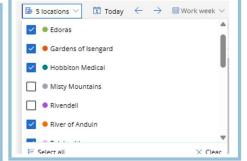
**3**. Locations can be deactivated if they have no appointments but will result in the current working hours for the location being deleted.



1. Set up a providers working hours (**Settings** > **Users** > **Working hours**) for a location to have appointments appear available at that location.

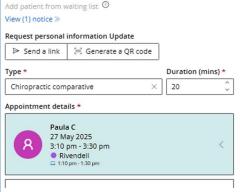


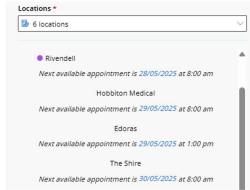
2. The location picker will appear in the appointment book and the location colours will help to differentiate locations for bookings.



3. Next available appointments will appear for each applicable location in the appointment picker.

Locations can be selected from the dropdown.





Requests will be generated for multi-location practices in the same manner as single location practices.

Reports can be generated individually or for all locations.

Location	•	Amount	GST	Paid	Owing	Written of
Hobbiton Medical Location		\$16,543.65	\$2,139.77	\$7,794.76	\$7,194.25	\$1,554.64
⊕ The Shire		\$2,312.98	\$347.04	\$484.59	\$1,828.39	\$0.00
Hobbiton Medical		\$1,359.88	\$177.37	\$398.00	\$848.88	\$113.00
Gardens of Isengard		\$439.34	\$76.88	\$180.00	\$259.34	\$0.00

